

**City of Keene  
New Hampshire**

**FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE**  
**MEETING MINUTES**

**Thursday, January 26, 2017**

**5:30 PM**

**Council Chambers**

**Members Present:**

Mitchell H. Greenwald, Chair  
Carl B. Jacobs, Vice-Chair  
Thomas F. Powers  
Terry M. Clark

**Councilors Present**

Councilor Gary Lamoureux  
Councilor Bettina Chadbourne  
Councilor Janice Manwaring  
Councilor Robert Sutherland  
Councilor George Hansel

**Staff Present:**

City Manager, Medard Kopczynski  
City Attorney, Thomas Mullins  
Police Chief, Brian Costa  
Fire Chief, Mark Howard  
Public Works Director, Kurt Blomquist  
Parks, Recreation and Facilities Director,  
Andrew Bohannon  
Finance Director, Steve Thornton  
Asst. Public Works Director, Donna  
Hanscom  
PW Operations Manager - Water and  
Wastewater Treatment, Aaron Costa  
Asst. City Manager/IMS Director  
Rebecca Landry  
Asst. Public Works Director/Solid Waste  
Manager Duncan Watson  
Planning Director Rhett Lamb  
Asst. Finance Director Mary Howe  
Asst. City Manager/Human Resources  
Director Beth Fox  
PW Utilities Maintenance Manager Tom  
Moran  
City Engineer Don Lussier

Chair Greenwald called the meeting to order at 5:30 PM.

**1) Goose Pond Dam Improvements - Consultant Selection - Public Works  
Department**

City Engineer Don Lussier was the first to address the Committee. Mr. Lussier stated he was before the Committee regarding the design and permitting process for the Goose Pond Dam Improvement projects. The City had received a letter of deficiency from DES; and although some of the deficiencies were addressed by City staff, there are other issues that need added engineering assistance. He noted this request is to engage an engineer to

complete a detailed design. This work has been funded through the FY17 CIP program and construction work is scheduled for FY19 CIP.

Mr. Lussier explained an RFP was sent out for this engineering selection. Staff reviewed five proposals and three were selected for interviews. DuBois & King, Inc. was selected for the work.

Councilor Clark made the following motion which was seconded by Councilor Powers

On a vote of 4-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a professional services contract with DuBois & King, Inc. for engineering and technical services for the Goose Pond Dam and Dike Improvements Project for an amount not to exceed \$106,389 with funding from Project Cost Center 90228.

**2) Siting and Architectural Design of Wheelock Park Facilities  
- Parks, Recreation and Facilities Department**

Parks, Recreation and Facilities Director Andrew Bohannon stated this item is in reference to a contract with Catlin & Petrovick for architectural design, and a concession stand and restrooms at Wheelock Park. This is phase two of a project outlined in the CIP. There was an RFP and five responses came in, which was narrowed down to two. The selection committee chose Catlin & Petrovick for the work.

Councilor Powers made the following motion which was seconded by Councilor Clark.

On a vote of 4-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to approve the expenditure of \$32,000.00 for the purposes of awarding Catlin & Petrovick a contract for the Siting and Architectural Design of Wheelock Park Facilities.

**3) American Legion Ball Field Agreement - Parks, Recreation and Facilities  
Department**

Mr. Bohannon stated this is an annual request. He explained in September 2010 the city ended a 25-year agreement with the American Legion. Since that time the City has entered into one-year agreements. This is the time for the city to renegotiate with the Legion. The City charges \$50 per team to use the softball fields and the City offsets the rest of the cost to use the Legion's fields.

Councilor Jacobs made the following motion which was seconded by Councilor Powers.

On a vote of 4-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a control and use agreement between the American Legion Post #4 and the City of Keene

for the softball fields located at 797 Court Street.

**4) Relating to Parking Meter Rates Holidays - Police Department Ordinance 0-2017-01**

Police Chief Brian Costa stated the Ordinance before the Committee stems from Councilor Kahn's request for no parking to continue through the Thanksgiving holiday. In addition, language was added to include all observed holidays.

Councilor Powers stated when this Ordinance was originally written it was with the intent that City and State vehicles will be exempt from parking meter rates and he felt language that says "*following vehicles*" does not read appropriately and felt "*and time periods*" should be added. City Attorney Mullins agreed and noted when staff looked at this they realized Christmas Day was not included as a holiday for parking meter rate exemption, and that day now has been added.

Councilor Powers made a motion to amend language to add "*and time periods.*" The motion was seconded by Councilor Clark and carried on a 4-0 vote.

Councilor Clark made the following motion which was seconded by Councilor Powers.

On a vote of 4-0, the Finance, Organization and Personnel Committee recommends the adoption of Ordinance O-2017-01-A.

**5) Informational Update on the Charter Officer Evaluation Process**

Chair Greenwald explained the City's Charter Officers include the City Clerk, City Attorney and City Manager. It is up to the Council to evaluate these individuals. The process for evaluation has begun; the Attorney has completed his self-evaluation and goals and this was forwarded to him as Finance Chair. Chair Greenwald in turn has forwarded it on to his two fellow Chairs, Richards and Manwaring with a request they forward it on to their committee. Comments from City Councilors to their respective Chairs have been requested by the next Council meeting. The Mayor will convene a meeting where the three Chairs and the Mayor will discuss the comments. He encouraged Councilors to complete this evaluation.

The meeting adjourned at 8:50 pm.

Respectfully submitted by,  
Krishni Pahl, Minute Taker

Additional Edits by,  
Terri M. Hood, Assistant City Clerk